

**King, Valerie A.**

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**From:** King, Valerie A.  
**Sent:** Tuesday, October 23, 2001 4:50 PM  
**To:** Adams, Candace R.; Andriot, Michelle D.; Carmines, Edward L.; Davies, Bruce D.; Dempsey, Ruth; Elves, Robert G.; Gaworski, Charles L.; Gomm, Willy; Gullotta, Frank P.; Haussmann, Hans-Juergen; Hirnikel, Daniel J.; Kinser, Robin D.; Koller, Debbie; Lau, Raymond W.; McKinney, Willie J.; Meisgen, Thomas; Nelson, Bettie L.; Nixon, Gerry M.; Patskan, George J.; Podraza, Ken F.; Reininghaus, Wolf; Roemer, Ewald; Roethig, Hans; Rustemeier, Klaus; Sanders, Edward; Schramke, Heike; Schlage, Walter; Stabbert, Regina; Stinn, Walter; Takada, Kohji; Terpstra, Piter; Tewes, Franz; Tricker, Anthony; Holt, Klaus von; Walk, Roger A.; Werley, Michael S.; Zhang, Mingda  
**Cc:** Solana, Rick P.; Carchman, Loreen  
**Subject:** 2002 Planning Package

Dear all:

Attached please find the following documents:

1) Summary of planning meeting output: This document captures the work and prioritization defined during the meeting. Please use this information to prepare your individual project plans. As discussed during the meeting, you should only be preparing project plans to address work in the **Critical** and **Priority** areas. The exception to this rule is if you do not have any publications planned for 2002, you may consider to address needs defined in the Secondary area. Proposed work that is not currently part of a formal WSA project has been highlighted in blue.

2) Planning directions/comments: This document provides important information **including deadlines** you need to be aware of when preparing individual project plans. Please review it carefully.

3) Project plan template: To be used for capturing individual project plans.

If you have questions on or difficulties with any of the above documents, please don't hesitate to contact me at extension 3906.

Thanks,  
Valerie



WSA\_Meeting\_Summary\_10-23.doc



Directions&Comments.doc



2002 Planning Template.doc